



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 9/12/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Coordinator of College Events and Conference Services  
Status: Full-time, 35 hours per week (May involve evening and/or weekend work as required)  
Grade: 10  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director of College Events and Conference Services

### **PRIMARY PURPOSE:**

The Coordinator of College Events and Conference Services, under the direction of the director, is responsible for the overall planning with stakeholders and physical operations of all conference services (internal and external), and all college events (including convocation, graduation, and any other events as necessary). Also, will assist the director in collaborating with the department of Music, Theatre, and Dance to ensure the development and production of academic programs within the John Nazarian Center for the Performing Arts to enhance the mission of the college.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Assist the director in collaborating with the Department of Music, Theatre, and Dance to ensure that academic programs are developed and produced within the John Nazarian Center for the Performing Arts that enhance the mission of the College.
- Assist with planning, coordinating, and implementing annually scheduled special events, including but not limited to Cap and Gown, Convocation, Commencement Activities, and all special events as deemed by the college administration.
- Assist non-college organizations in arranging institutes, workshops, and major activities to be held at Rhode Island College while avoiding conflict with college activities and assuring the protection of college properties.
- Assist the director in developing policies and procedures relative to booking and rental of all college owned spaces for events.
- Assist the director in developing revenue enhancement opportunities through sustained repeat conference business and developing new college relationships.
- Assist the director in encouraging the initiation of major conferences at Rhode Island College as time, space, and resources permit by providing needed services, coordinating plans, etc. to insure the college is presented in the best possible light.
- Work closely with the departments of Facilities, Campus Police, and Dining Services to insure all conferences are planned, coordinated, and produced in a professional manner.
- Assign work to support staff.
- Recruit, supervise, and evaluate student employees.

Occasional Job Functions:

Perform other duties and responsibilities as directed by the Director of College Events and Conference Services or designee.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's Degree.

Experience:

A minimum of three years of experience in performing arts administration and/or conference and special events planning.

Skills, Knowledge, and Abilities:

- Ability to communicate effectively orally and in writing.
- Ability to organize, coordinate and supervise support and student staff.
- Excellent computer skills including data base management and spreadsheet software.
- Significant interpersonal skills.
- Ability to work non-standard hours.

**PREFERRED:**

- Possess working knowledge of Event Management System.
- Experience in performing arts administration and/or conference and special events planning in higher education.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*